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# OTSEGO COUNTY COMMISSION ON AGING

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## BOARD OF DIRECTORS MEETING MINUTES Wednesday, February 9, 2022 University Center, Room U-105

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**Attending Voting Members:**

M. Sanders, N. Ragan, B. Bowen, R. Edel,  
C. Messina, L. Platte, R. Smith

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**Non-Voting Members:**

D. Johnson, Otsego County Board of  
Commissioners Liaison

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**Attending Staff:**

D. Wishart, Executive Director  
E. Godek, Research & Volunteer Coordinator  
A. Mayer, Accountant & Finance Coordinator

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### Call to Order

- The president, Mary Sanders, called the meeting to order at 9:00 a.m. and welcomed those in attendance. A quorum was present.

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### Consent Agenda

- M. Sanders made a request for a motion to approve the Consent Agenda.

*A motion was made by R. Edel and seconded by R. Smith to approve the Consent Agenda. Motion carried.*

### Open Forum

- Nothing was presented.

### Executive Board Reports to the Board

#### President's Report

The president, Mary Sanders, briefly presented the following:

- Otsego County Commission on Aging Board member re-appointment/  
new appointment updates
  - M. Sanders has accepted reappointment and G. Mertz has declined.

- 1           ○ The nominating committee, consisting of Rudi Edel and Rachel Smith, has  
2 nominated State Savings Bank Executive Vice President Tim Hall and  
3 Munson Healthcare Otsego Memorial Hospital President Chris Squire for  
4 appointments and have obtained their acceptance.  
5

6 ***A motion was made by B. Bowen and seconded by N. Ragan to approve the***  
7 ***reappointment of Mary Sanders and the appointments of Tim Hall and Chris Squire***  
8 ***to the Otsego County Commission on Aging Board of Directors. Motion carried.***  
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- 10           ● Annual Meeting Business – M. Sanders called for a motion to accept the  
11 following:  
12           ○ Board Meeting Schedule 2021-2022  
13           ○ Board Members 2021-2022 – Mary Sanders, Brett Bowen, Rudi Edel, Tim  
14 Hall, Connie Messina, Larry Platte, Nancy Ragan, Chris Squire, and Rachel  
15 Smith.  
16           ○ Board Officers 2021-2022  
17                ■ Mary Sanders – President  
18                ■ Nancy Ragan – Vice President  
19                ■ Brett Bowen – Interim Treasurer  
20                ■ Rudi Edel – Secretary  
21           ○ 2020-2021 Audit (as presented by Dan Smith, CPA, at the December 9,  
22 2021, board meeting)  
23           ○ 2021-2022 Organization Chart  
24

25 ***A motion was made by R. Edel and seconded by R. Smith to accept the 2021-2022***  
26 ***board meetings schedule, board members, board officers, audit, and organization***  
27 ***chart as presented. Motion carried.***  
28

- 29           ○ 2022 Committees  
30                ■ Nominating Committee  
31                    ● Rachel Smith and Rudi Edel  
32                ■ Bylaws Committee  
33                    ● Mary Sanders and Nancy Ragan  
34                ■ Building and Space Committee  
35                    ● Mary Sanders, Brett Bowen, Rudi Edel, and Larry Platte  
36                ■ Region 9 Regional Advisory Council  
37                    ● Connie Messina  
38

39 ***A motion was made by R. Smith and seconded by R. Edel to reappoint and appoint***  
40 ***committee members to the Otsego County Commission on Aging Board of Directors***  
41 ***2022 Committees as presented. Motion carried.***

## 1 **Vice President’s Report**

2 The vice president, Nancy Ragan, did not present a report.

## 3 4 **Interim Treasurer’s Report**

5 B. Bowen, briefly shared the following:

- 6 • The OCCOA staff is doing a wonderful job with the financial reports.
- 7 • He briefly recounted the report that he presented to the Otsego County  
8 Commissioners Budget and Finance Committee on January 19, 2022, regarding  
9 the agency’s proposed modifications to the agency’s capital lease of the new  
10 building from Signet Capital (to reduce it from a 25-year lease to a 20-year  
11 lease). This was approved by the committee and presented again for approval by  
12 the full board of Otsego County Commissioners on February 25, 2022. (The  
13 proposed modifications to the capital lease were approved by the Otsego County  
14 Board of Commissioners by a vote of eight to one.)
- 15 • Financial Reports – B. Bowen briefly reported the following on the financial  
16 reports for year ending December 31, 2021:
  - 17 ▪ Balance Sheet: assets, assets over liabilities, the fund balance, the PPP  
18 (Payroll Protection Program) remaining funds in the fund balance. He  
19 commended the staff for coming in under budget. Discussion followed.
  - 20 ▪ Year-to-Date Totals Compared to Prior Year-to-Date Totals – Revenues were  
21 not quite at the same pace as the prior year mainly due to lower Health Fund  
22 revenues. Food expenses slightly outpaced last year. Total expenses were  
23 also lower than the prior year.
  - 24 ▪ Budget vs. Year-to-Date Totals – The agency is three months into its year-to-  
25 date budget. Revenue flow is not consistent, month to month, throughout the  
26 year, so the 10 percent under budget was not unexpected. Approximately 20  
27 percent of budgeted expenses have been realized to date.

28  
29 *A motion was made by C. Messina and seconded by N. Ragan to accept the Otsego*  
30 *County Commission on Aging financial reports ending November 30, 2021, and*  
31 *December 31, 2021. Motion carried.*

## 32 33 **Secretary’s Report**

34 The secretary, R. Edel, shared the following correspondence:

- 35 • A letter of support by the agency to the Otsego Community Foundation (OCF)  
36 for a grant application submitted to it by the Otsego Conservation District  
37 (OCD). If awarded by OCF, the funds would go to restoring Otsego County’s  
38 Demonstration Garden & Conservation Forest. The OCCOA uses the garden  
39 and forest for some of its programs.

- 1 • A letter of resignation from G. Mertz from the Otsego County Board of  
2 Directors. He served the agency for seven years.
- 3 • A cover letter from the OCCOA to the Michigan Health Endowment Fund that  
4 accompanied a 2022 Community Health Impact collaboration grant application  
5 for \$100,000, as well as a letter of support from RSVP Director Laurie Andrews.
- 6 • A note of appreciation from a family whose father received home-delivered  
7 meals from the OCCOA.
- 8 • A letter from D. Wishart to the Otsego County administrator assistant requesting  
9 the approval by the Otsego County Board of Commissioners for the  
10 reappointment of Mary Sanders and the appointments of Tim Hall and Chris  
11 Squire to the Otsego County Commission on Aging Board of Directors. The  
12 applications submitted by the three board members accompanied this letter. The  
13 Otsego County Board of Commissioners approved the appointments on  
14 February 8, 2022.

## 16 **Committee Reports**

- 17 • Nominating Committee – Rachel Smith and Rudi Edel
  - 18 ○ R. Smith provided a brief report about the nominations of T. Hall and  
19 C. Squire. Their unique experience and community involvement are expected  
20 to add strength to the board. Discussion followed.
- 21 • Building and Space Committee – Mary Sanders, Brett Bowen, Rudi Edel, Larry  
22 Platte, and Dona Wishart
  - 23 ○ M. Sanders provided a brief report on a conference call that the committee  
24 had a couple of weeks ago regarding the lease modifications and an  
25 amendment that would allow the agency to have early occupancy of the new  
26 building.
  - 27 ○ D. Wishart reiterated the amendment to the lease for the new building, which  
28 takes it from a 25-year lease to a 20-year lease. She additionally noted that  
29 there was also the opportunity for the agency to take early occupancy of the  
30 upper floor of the new building. In doing so, the OCCOA would pay 50  
31 percent of utilities. Lease payments would not start until the agency has taken  
32 full occupancy.
  - 33 ○ A final walkthrough of the building is planned on February 17 or 18, 2022.  
34 Early occupancy is planned.
  - 35 ○ She requested a motion of support for the amendment to the lease, and the  
36 agreement for early occupancy, to be followed by final signatures by the  
37 entire board in support of the motion. Discussion followed.

38  
39 ***A motion was made by R. Smith and seconded by R. Edel to affirm support for***  
40 ***approval of the Amended Lease between Otsego County, the OCCOA, and Signet***  
41 ***Capital for the purchase/leasing of property located at 1165 Elkview, Gaylord,***

1 *Michigan, 49735, along with the Agreement for Early Occupancy, and furthermore*  
2 *to restate and support the signature of OCCOA President, Mary Sanders, on these*  
3 *identified documents on behalf of the entire OCCOA board of directors, and/or the*  
4 *signature of the OCCOA Executive Director, Dona J. Wishart, as needed,*  
5 *representing the agency. Motion carried.*  
6

- 7 ○ The approved motion was followed by all board members signing the final  
8 document. Discussion followed.  
9

## 10 **AASA Network Reports to the Board**

- 11 • News from the state Bureau of Aging, Community Living, and Supports –  
12 Health and Aging Administration – D. Wishart briefly shared the following:  
13 ○ What once was the Office of Services to the Aging and then became Aging  
14 and Adult Services has been absorbed by the Department of Health and  
15 Human Services (DHHS). Within DHHS, it is now known as the Bureau of  
16 Aging, Community Living, and Supports – Health and Aging Administration.  
17 ○ They have lost some staff and also have some new staff. The three-year plan  
18 orchestrated under D. Wishart’s chairmanship of the slate of commissioners  
19 is still in place and can serve as a guide to the OCCOA.  
20 ○ The Region 9 Area Agency on Aging plans some sessions for public input.  
21 • Region 9 Area Agency on Aging Region Council – C. Messina did not share a  
22 report.  
23 • Region 9 Area on Aging Information  
24 ○ D. Wishart noted that board members received the February 4, 2022, Area  
25 Agency on Aging Region 9 newsletter, Aging News and Views. Discussion  
26 followed.  
27

## 28 **OCCOA Executive Director Report**

29 The OCCOA Executive Director, D. Wishart, briefly shared the following updates:

- 30 • Department Service Highlights  
31 ○ Accounting Department – It is prepared to move to the new building, despite  
32 a number of audits and assessments, along with FOIA requests.  
33 ○ Advocacy Department – One of the advocacy counselors had her third child,  
34 yesterday, and will be out on maternity leave. The rest of the staff are doing  
35 post-open enrollment work, including Medicare questions and enrollments,  
36 Medicaid applications, disability applications, questions about social  
37 security, and elder abuse issues.  
38 ○ Customer Service – Shannon Gapinski will be located near the lower-level  
39 entry door of the new building. With there being an entrance to the upper  
40 level, the agency is working on a plan for customer service that will include  
41 using video surveillance and volunteer assistance.

- 1 ○ The In-Home Service Department is planning to hire additional direct service  
2 workers as the needs continue to grow. The agency needs more workers, and  
3 they are hard to come by in today's labor market. Discussion followed.
- 4 ○ Meal Program – Yesterday, there were ninety-nine participants at the Special  
5 Valentine's Day drive-thru luncheon.
- 6 ○ Home-Delivered Meals – The agency has not missed a beat on meal  
7 deliveries during the COVID pandemic.
- 8 ○ Virtual Table – This project offers, along with home-delivered meals, a free  
9 tablet, internet service, technology training, and friendly visiting for eligible  
10 participants. To date, the project has recruited fifteen of the planned twenty-  
11 five participants.
- 12 ○ Medical Resources Update – The agency's registered nurse has been busy,  
13 post-holiday, as is typical, with numerous initial assessments.
- 14 ○ Adult Day Services – The Otsego Haus census has been significantly  
15 impacted by COVID. The new facility should help rebuild our client census.
- 16 ○ E. Godek is busy with multiple things, included the IRS VITA (Volunteer  
17 Income Tax Assistance) Program that is operating now through the end of  
18 April. She will be reporting back on some of the agency's satisfaction  
19 surveys and research at upcoming board meetings.
- 20 ○ Volunteering Program
  - 21 ■ It continues to be strong with the agency's partnership and funding of  
22 RSVP and our collaborative efforts.
  - 23 ■ The agency has hired Tammie Nemeth to provide support and assistance  
24 to E. Godek. T. Nemeth has wonderful customer services skills and is a  
25 delight.
  - 26 ■ M. Sanders highlighted the importance of the Tax Program, as well as  
27 E. Godek's leadership and the volunteers she has been able to retain.  
28 Kalkaska and Crawford Counties have not been able to have Tax  
29 Programs this year, so the agency's Tax Program is a good testament that  
30 it is helping meet the needs of Otsego County residents.
- 31 ● Other
  - 32 ○ D. Wishart noted that things at the agency are good. She thanked the board  
33 for its support. She also thanked Otsego County Commissioner and Board  
34 Liaison Doug Johnson for the support of the county commissioners.
  - 35 ○ M. Sanders thanked B. Bowen and the rest of the board for their  
36 contribution and support. She noted that the agency is building its great new  
37 chapter. Discussion followed.

## 40 **Announcements and Q & A**

- 41 ● There were no announcements.

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2 **Adjournment**

3 The February 9, 2022, Otsego County Commission on Aging Board of Directors  
4 meeting was adjourned at 10:04 a.m. by M. Sanders. The next meeting is scheduled in  
5 the board room at 1165 Elkview Dr. on Wednesday, June 1, 2022, at 9 a.m.

6

7 *Eileen K. Godek*

8

9 Eileen K. Godek

10 Recorder